

END OF SESSION CHECKLIST

HALL

- Tables - Stack 5 high in the corner - note two legs are wider apart making it easy to slide the tables on top of each other.
- Chairs - Stack 6 facing the wall as indicated - make sure they are stacked correctly.
- Curtains - these must be open at the end of the session.
- Windows - all windows must be closed.
- Thermostat - if this has been altered make sure it is returned to its default position - we don't want to be responsible for heating an empty hall.
- Floor - any spills or crumbs need to be swept up - there is equipment in the in the cupboard on the left as go through the kitchen door.
- Rubbish - there are two bins in the kitchen - recycle & general waste. Please use these or take your rubbish home.

KITCHEN

- Boiler - switched off.
- Fridge - switched on.
- Teatowels - hung on the rack on the far side of the kitchen.
- Borrowed items returned & the doors closed.
- Surfaces - wiped & clean.

CUPBOARDS

Please keep our cupboards tidy & return items to their correct places

- Locked inner cupboard - contains expensive items - computer(s), printed, bridgemates, projector.
- Tea, coffee, biscuits & mugs - right hand cupboard. left hand side.
- Biddings boxes - right hand cupboard below the inner cupboard
- Tables cloths & cushions - left hand cupboard, right side
- Deal files - left hand cupboard, left side, bottom two shelves.
- Scorecards, pens, travellers, table numbers, movement cards - left hand cupboard, left side, top shelves.

TD - BEFORE YOU GO

LOST/LEFT PROPERTY - store in the cupboards.

Lock cupboards

Lights - switch off - note the toilet lights will switch off automatically.

FINALLY - lock hall